

**Government of India
Ministry of Railways
(Railway Board)**

No. 2025/CRB &CEO-CC/03/04

New Delhi, Dated 30.06.2026

General Managers
Zonal Railways, PUs
DG/RDSO, DG/NAIR
Director/CTIs
MDs/CMDs of PSUs etc.

Sub: Timeline for recording of APAR for the reporting year 2025-26.

Ref: Board's letter No.2025/CRB&CEO-CC/03/04 dated 02.04.2026 & 12.06.2026.

Attention is invited to Board's letter mentioned above stipulating therein the schedule for completion of APARs for year 2025-26. In this regard, it has been decided to further extend the timelines for recording of APAR for the year 2025-26 as mentioned in the table below: -

S.No.	Activity	Existing date which activity to be completed by (Board's letter dt 12.06.2026)	Revised date by which activity to be completed by
1.	Submission of self-appraisal to Reporting Authority	30 th June, 2026, Auto-forwarding to Reporting Authority: 30 th June	31 st July, 2026, Auto-forwarding to Reporting officer: 31 st July
2.	Forwarding of report by Reporting Authority to Reviewing Authority	15 th August. Auto-forwarding to Reviewing Authority: 15 th August	15 th September, 2026. Auto-forwarding to Reviewing Officer: 15 th September
3.	Forwarding of report by Reviewing Officer to Accepting Authority	15 th October. Auto-forwarding to Accepting Authority: 15 th October	15 th November, 2026. Auto-forwarding to Accepting Authority: 15 th November.
4.	Appraisal by Accepting Authority	15 th December. Auto-forwarding to the next level: 15 th December	31 st December, 2026 Auto-forwarding to the next level: 31 st December
5.	Disclosure of APAR to the officer reported upon	26 th December	05 January, 2027
6.	Submission of representation, if any, on APAR	10 th January 2027 i.e. within 15 days from the date of disclosure	20 th January, 2027 i.e. within 15 days from the date of disclosure
7.	Forwarding of representation to the Reporting Authority for comments by the Custodian	25 th January 2027	31 st January, 2027
8.	Forwarding of comments by Reporting Authority to Reviewing Authority	05 th February 2027	15 th February, 2027
9.	Forwarding of comments by Reviewing Authority to Accepting Authority	15 th February 2027	25 th February, 2027

Cont...2/-

10.	Forwarding of comments by Accepting Authority to Competent Authority	25 th February 2027	10 th March, 2027
11.	Decision of Competent Authority on representation	15 th March 2027	25 th March, 2027
12.	Completion of the entire process	31 st March 2027	31 st March, 2027

2. The aforesaid relaxation is just a one-time measure for the reporting year 2025-26 only. Railway/PUs, CTIs, PSUs, All Central Ministries/Departments, Metro Organizations, etc. are requested to give wide publicity about the system of online filing/writing APAR, representation if any through SPARROW as per scheduled time line. It may be noted that the calendar for filing APAR should be strictly adhered to. Any delays in this regard will be detrimental to career progression of the officers.

3. Necessary action may be taken accordingly.

(Sushanto Bhadra)
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Copy to:

1. EDPG/MR-For kind information of Hon'ble MR.
2. EDPG/MOSR(R)- For kind information of Hon'ble MOSR(R)
3. JDPG/MOSR(S)-For kind information of Hon'ble MOSR(S)
4. PSOs/Sr.PPSs/PPSs to CRB&CEO, MF, M/T&RS, M/Infra., M/O&BD, DG/HR, DG/Safety, DG/RHS & DG/RPF
5. All officers of Railway Board